



TERMS OF REFERENCE

Project: Improving Energy Efficiency in the Housing Sector in Macedonia
Position: Project Specialist – Objective B

Background:

The project *Improving Energy efficiency in the housing Sector in Macedonia* is aimed to contribute towards the increase of living standard in the collective housing in Macedonia through a set of demonstration projects on energy efficiency improvements that significantly decrease energy consumption and cost as well as CO₂ emission from collective housing units in Macedonia.

The project is to be implemented in close cooperation with USAID, local governments (targeted municipalities: Kumanovo, Prilep, Struga, Strumica, Tetovo, Veles and Karpos - Skopje), tenant/homeowner associations, construction and energy companies, NGOs, Ministry of Economy, Ministry of Transport and Communication and other relevant stakeholders in the energy efficiency sector.

In order to achieve long lasting, sustainable and effective results, the project has comprehensive approach to energy efficiency issues in collective residential buildings, and is organized in four main objectives:

Objective A. Develop and test market-based solutions for energy efficient reconstruction in collective housing units:

- To decrease energy consumption and cost in the selected buildings in targeted municipalities;
- To lead to develop financing models combining capital and subsidies successfully tested leveraged by project loan fund;

Objective B. Improve management of collective housing units in Macedonia and support effective (self) management and maintenance of collective buildings (Capacity building of home owner associations);

Objective C. Facilitate investment, entrepreneurship and job creation in energy efficiency sector (“green jobs”);

Objective D. Foster a broad-based societal platform that affirms production and consumption of clean energy and advocates for efficient and targeted state involvement in the housing sector.

The project team consists of 6 members: Project manager, 3 Project specialists, Construction specialist and Administrative assistant, and is an integral part of Habitat for Humanity Macedonia’s Program department.

Duties and responsibilities

Under the direct supervision and guidance of the Project Manager of the project Improving Energy efficiency in the housing sector in Macedonia, the Project Specialist will be responsible for the

implementation of the project activities, regarding Objective B of the project. The Project Specialist is accountable to the Project Manager and cooperates with the project team and HFH Macedonia personnel.

In particular, the Project Specialist will assume the following responsibilities:

- Implement and document project activities, regarding Objective B of the project, in order to achieve project outputs; and contribute to delivering results in line with the approved work plan, such as:
 - Perform training and capacity building of Tenant`s Associations (TAs) in the selected 24 buildings in the following areas: organizational management, governance and decision making, conflict resolution, financial management, lobbying and advocacy, etc;
 - Creation of Capacity Building of Tenant`s Association Resource Center (TARC), that will serve as a focal point to support efforts of tenants and TAs in the country, ensuring long term support in their start-up and effectiveness in management and maintenance of collective property (organizational setup, contracting proper energy services, making viable energy efficiency investments, etc);
 - Create, publish and distribution of a Directory of TA in Macedonia;
- Identify and report any issues to the Project Manager, arising during the implementation process;
- Identify and obtain any support and advice required to the Project Manager, regarding the implementation and control of project activities described in Objective B;
- Prepare annual/quarterly project work plans and narrative reports of project activities described in Objective B;
- Perform project activities in accordance with the approved budget and established internal control procedures;
- Collaborate with external consultants on matters pertaining to training activities described in Objective B of the project;
- Perform the recruitment process of necessary local consultants in the area identified with Objective B, in accordance with HFH Macedonia and USAID rules and regulations;
- Provide relevant information on project activities to the Project Manager, timely and accurately.

Qualification requirements

- University or higher degree in management, law or economy;
- At least three years of relevant professional experience, preferably in the sectors relevant to the project;
- Knowledge of project cycle management;
- IT literacy, including MS Office;
- Very good written and spoken Macedonian and English;
- Very good communication skills and understanding of local contexts;
- Capability for traveling and field work;
- Driving license.

Work relationships

- Frequent contacts inside and outside the organization. Knowledge and sensitivity of community life, culture and politics.